

DEPARTMENT OF THE ARMY

U.S. Army Engineer Division, Great Lakes and Ohio River

Corps of Engineers

P.O. Box 1159

CELRD-HR

Cincinnati, OH 45201-1150

Pamphlet

No. 690-1-5

8 October 1999

Civilian Personnel

LIGHT DUTY WORK

Local supplementation of this pamphlet is permitted for implementation of individual commander's policies and procedures. One copy of issued supplements will be furnished to Commander, U.S. Army Engineer Division, Great Lakes and Ohio River, ATTN: CELRD-HR, P.O. Box 1159, Cincinnati, Ohio 45201-1159.

1. Purpose. To provide guidance concerning the assignment of an employee to light duty work after an on-the-job injury.
2. Applicability. All employees of the Great Lakes and Ohio River Division.
3. References.
 - a. Title 5 U.S.C., Chapter 81, Compensation for Work Injuries
 - b. 20 CFR Parts 10 and 25
 - c. Department of Labor Publication CA-810, Injury Compensation for Federal Employees, A Handbook for Employing Agency Personnel
4. Policy. The Great Lakes and Ohio River Division's policy is that any employee injured on the job who is found medically able to perform some type of light duty will be provided such duty consistent with mission and resources. The purpose of this policy is to minimize costs associated with the continuation of pay and compensation provided after traumatic injuries and to minimize loss of productivity resulting from these injuries to the extent possible.

*This pamphlet supersedes CEORDP 690-1-5, 28 December 1993.
This pamphlet expires 7 October 2001.

5. Responsibilities. Supervisors will make every effort to ensure that employees who are injured in the performance of their duties receive immediate medical treatment as appropriate. When employees are determined to be medically able to perform their regular duties or some type of light duty, supervisors will return employees to duty no later than their next regularly scheduled duty time. Supervisors will maintain close contact with the employee and/or employee's physician during the lost time period, advise the employee and/or the employee's physician that light duty is available, ensure that the employee is returned to duty as soon as possible and provide a safe work environment. All contacts with the physician must be in writing; telephone or personal visits are not permitted.

6. Requirements. Employees injured in the performance of duty, but able to perform light duty as determined by proper medical authority, will be assigned such duties as follows:

a. Light duty will be provided for up to the first 30 days following medical determination that the employee can perform light duty.

b. If, after 30 days, the employee is still unable to resume the full duties of his/her position, one of the following actions will be taken.

(1) If the employee is able to perform duties within the official position description with the exception of such duties as lifting, climbing, stooping, bending, etc., the employee will resume his/her duties within the specified limitations. If the limited work assignment extends beyond six months, the CPAC will be contacted to discuss a course of action.

(2) If the disability prevents the employee from performing the duties assigned in the official position description, every effort will be made to detail the employee to some type of productive work within the limits of the disability. The detail will be for a maximum period of 120 days and will be at the employee's same grade or a lower grade.

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If work is not available within the directorate or division/office, consideration will be given to detailing the employee elsewhere within the district organization. Thirty days prior to the expiration of the detail, the supervisor will contact the CPAC to discuss a future course of action.

FOR THE COMMANDER:

/s/
SEAN M. WACHUTKA
Colonel, Corps of Engineers
Deputy Commander

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